

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1534 (BC-680)P

May 3, 2001

EMS Transmission  
Information Bulletin No. BC-2001-064

To: All Washington Office and Field Officials  
Attention: Quarters Managers

From: Director, National Business Center

Subject: Bureauwide Quarters Inventory

DD: 07/31/01

This Information Bulletin is an official call for the inventory of all Bureau of Land Management (BLM) Government Furnished Quarters (GFQs).

Because of inconsistencies between the inventories and the Consumer Price Index computations, the BLM is implementing the mandatory inventory of all GFQs in accordance with the Departmental Quarters Handbook, DM400. Inventories are to be conducted every year between May and July. Inventories are due back to the National Business Center, Property Operations (BC-680), Attention: Quarters, no later than July 31, 2001.

There are three parts to the inventory: (1) DI-1875, DOI Government Quarters Inventory Form, (2) DI-1879, Quarters Occupancy/Vacancy Inspection Form, and (3) Instructions for Completing the Inventory of Government Quarters. Both inventory forms must be signed by the Quarters Representative conducting the inventory; if there is a tenant, he/she must also sign both inventories. Please return the original signed copies to the National Business Center, Property Operations (BC-680), Attention: Quarters. Keep a copy of each form for your office records, and give a copy to the tenant for their records. Be sure to inspect units before and after each tenancy. Form DI-1879 can be used to help make decisions concerning maintenance, repairs, and replacing appliances.

If you have any questions or concerns, please address them to Bonnie Pomarico, Property Operations (BC-680), Quarters, at (303) 236-9428.

Signed by:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

### 3 Attachments

- 1 - Form DI-1875, Government Quarters Inventory (2 pp)
- 2 - Form DI-1879, Quarters Occupancy/Vacancy Inspection (1 p)
- 3 - Instructions for Completing the Inventory of Government Quarters (28 pp)